

**U S A I D / M A D A G A S C A R**  
**P E R S O N N E L N O T I C E**

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July 1, 2008  
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**TO:** ALL MALAGASY CITIZENS

**SUBJECT:** RECRUITMENT FOR A SECRETARY/ALTERNATE CASHIER  
FOR THE CONTROLLER'S OFFICE.

**METHOD OF  
EMPLOYMENT:** TWELVE (12) MONTHS PERSONAL SERVICES CONTRACT RENEWABLE,  
SALARY EQUIVALENT TO FSN-7 GRADE

The USAID Mission in Madagascar is soliciting expressions of interest from qualified Malagasy candidates to serve as the Secretary/Alternate Cashier within the Controller's Office of USAID/Madagascar. The contract is for an initial period of one (1) year subject to renewal based on annual performance review, continuing need for the contractor's services, and availability of funds.

**MAJOR DUTIES AND RESPONSIBILITIES**

Under the direct supervision of Mission Controller, the Secretary/Alternate Cashier responsibilities and duties shall include the following:

**1. SECRETARIAL DUTIES AND SUPPORT**

- Maintain the Controller's calendar. Schedule appointments and meetings. Receive visitors and answer telephone calls, and direct them to the Controller or to appropriate staff.
- Arrange and attend staff meetings, take minutes and follow up on the implementation of decisions made therein. Make logistical arrangements related to meetings, conferences, workshops. Prepare agenda, draft minutes and review them with the Controller before distributing to participants. Actively participate in the ICASS meetings preparations.
- Draft responses to non-technical actions and provide translation services from English to French and French to English.
- Type, format and proofread for grammar and punctuation various documents including letters, memoranda, cables, etc. for the Controller and upon request for other staff members of the Controller's Office.
- Compile inputs from Controller and all Controller staff to prepare Controller Notes for weekly Senior Staff meeting. Send non technical emails to various Mission staff and Contractors.
- Receive, date stamp, and ensure the accurate and timely distribution of all incoming mail, and action documents. Determine which items must be routed to the Controller for action or information. Direct to appropriate recipients or if necessary makes office-wide distribution of any communication or documents received electronically. Design and maintain an electronic tracking system for all incoming & outgoing documents within the Controller's Office.

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- Prepare travel arrangements for Controller and dependents, TDYers and Controller staff members. In coordination with the EXO staff, arrange all logistical support and in-country travels for TDYers under the Controller's purview. Maintain their calendars and arrange meetings for them during their temporary assignment. Prepare travel voucher claim for the Controller and dependents.
- Serve as the primary Information Technology resource person in the Controller's Office providing guidance and assistance in the use of equipment and related applications. Obtain training as trainer on new features of such applications.
- Act as the Timekeeper for Controller's Office. Design and update Annual Leave Plan to serve as a tool for the Controller to manage all Controller staff leave and to inform EXO/PER. Update the Controller's Office Organizational Chart.
- Serve as the point of accountability for office equipment assigned to Controller's Office such as fax machine, scanner, photocopying machine, typewriter, printers and calculator. Coordinate with GSO Specialist to make sure maintenance service is done regularly and report and follow up on any dysfunction/disorder for repair.
- Manage the Controller's office supplies inventory ensuring stock availability and proper accountability for use.
- Perform other duties as assigned by the Mission Controller.

### 2-VOUCHER PROCESSING

- Receive all invoices from vendors, date-stamp and enter them into the Phoenix Financial Management System for processing. Perform voucher examination for some basic administrative claims for employees.
- Perform other duties as assigned by the Supervisory Voucher Examiner in consultation with the Mission Controller.

### 3-FILING AND DOCUMENTATION CONTROL

- As the designated file custodian and principal e-librarian for the Controller's Office, maintain the file inventory and records disposition plan and instruct other staff members on the Mission's official records management and e-file system - ASIST. Responsible for scanning documents and maintaining Controller e-files up-to-date in ASIST.
- Design and maintain centralized working files in the LAN public directory dedicated to Controller's Office use for quick and easy retrieval (various reports, correspondence and briefing materials, Per Diem, FMNET, Leave administration/schedule, exchange-rates, ICASS related documents, useful website addresses etc).

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### **4- ALTERNATE CLASS B CASHIER**

Substitute for the Principal Cashier during short or long-term absences. Receive an advance from the Principal Cashier for whom the incumbent serves as alternate and is accountable to the Principal Cashier for funds advanced. Assume all authorities exercised by the Principal Cashier. Receive collections on behalf of USAID based upon action requests, with appropriate supporting documentation. Such collections may include the following: proceeds from sales of unfit PL480 Title II commodities, commodity loss reimbursements, non-official transportation; personal telephone and fax charges; charges due to loss or damage of expendable/non-expendable property; overpayments; and, outstanding travel advances not collected through travel vouchers. The incumbent also provides cashier support services to EXO/GSO during sales of NXP (OE/project funded).

### **REQUIRED QUALIFICATIONS**

#### **Education:**

Completion of secondary school is required. Completion of specialized training in secretarial studies is required. Some post secondary schooling or training in business administration or accounting is desirable.

#### **Prior Work Experience:**

Three to five years of progressively responsible senior secretarial and administrative experience. Experience in using MS Word and Excel is required.

#### **Language Proficiency:**

Fluency in English: Fluent professional level speaking, reading, and writing, at level IV in English is required. At this level, an employee is required to possess a high degree of proficiency in both written and spoken English, including the ability to translate Malagasy and/or French language into precise and correct English, and English into French. On occasion, an employee at this level might be expected to act as an interpreter in situations where considerable importance attaches to proper word meaning.

Fluency in French: Fluent professional level speaking, reading, and writing at level IV in French language is required. The standard for this level is as described above.

#### **Job Knowledge, Skills and Abilities:**

Applicants who do not include a discussion of knowledge, skills, and abilities in the application will not receive further consideration.

Sound knowledge of standard office procedures, correspondence practices and styles, and filing systems required. Working knowledge of USG correspondence and filing regulations, procedures, formats. Good overall understanding of USAID program and the nature of FM responsibilities and functions desirable. Typing ability of 40 words per minute. Proficiency in use of Microsoft WORD, Excel, Power Point. Skill in operating basic office machines such as PCs,

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printers, fax, photocopiers, scanner, etc. A pleasant personality with tact and courtesy in dealing with high ranking GOM and USG Officials. Must be able to maintain effective relationships with both supervisor and other personnel within the office and in other Mission offices. Must be able to maintain high level of confidentiality required by the position.

**CLEARANCE:** The selected individual must obtain medical and security clearances before starting work(USAID/Madagascar will assist in this matter for selected candidate).

**SALARY:** The position is classified at an FSN-7 Grade. Should the selected candidate not meet the FSN-7 level requirements, he/she will be hired at the FSN-6 level 'trainee' position.

**DEADLINE:** Submit a completed form OF-612 (available at USAID/Reception), a CV, an application letter, and copies of pertinent certificates by **12:00 noon, Friday, July 18, 2008** to USAID/Madagascar EXO/HR, Tour Zital, 6<sup>th</sup> Floor, Ankorondrano, Antananarivo, Madagascar.

Please mark the envelope with "PERNOT 2008-13".

**Applications must be received at USAID Office by the above deadline to be considered.**

Clearances:

Bakoly Ratsimanohatra  
HR Specialist

Hanitra Rajaona  
FSN EXO

Approval:

Tom Fallon  
Mission Controller